

Enrollment Instructions for ASAP

Once you the NPS –ASAP Enrollment Office has received your enrollment form, you will receive an email from ASAP.GOV as the (POC), Point of Contact, for your organization. You will receive a User Id (via email) and password (via regular mail). After a User Id is received, you may call **804-697-8384, Option 3** for a password if desired. You are encouraged not to wait to receive it by mail.

NOTE: AS POC YOU CAN ASSIGN YOURSELF TO ALL ROLES. THIS WILL EXPEDITE THE ENROLLMENT PROCESS. AFTER YOUR ENROLLMENT IS COMPLETE YOU CAN RE-ASSIGN ROLES.

If you need support assigning roles, please call our ASAP Helpdesk at: 1-855-868-0151 (option 2, then option 3).

Step By Step details to assist you in completing you're ASAP enrollment with the NPS:

Point of Contact New Recipient adds Officials:

Enrollments (Tabs)
From the Enrollments tab drop down menu
Click Add Officials
Click Organization Pending Enrollment
Verify Organization information
Click Accept
Step 1 of 3 – Enter Recipient Organization Officials
Enter Officials Name & Information
Select all Roles that apply
Head of Organization (HOO)
Authorizing Official (AO)
Financial Official (FO)
Point of Contact (POC)
Click Continue
Step 2 of 3 - Review Officials
Click Submit
Step 3 of 3 – Define Officials Confirmation

This completes the enrollment portion for the Point of Contact

Head of Organization to Approved Officials/Roles:

Enrollments (Tab)
Select: Approve Recipient Organization Officials
Select Recipient Organization
Continue
Action: Approve all Officials listed
Step 2 of 2 – Confirmation
Action should say Approve

Authorizing Official Defines Recipient Profile:

Enrollments (Tab)
From the Enrollments drop down menu click on Define Recipient Organization Information
Step 1 of 2, Enter Recipient Organization Information
Enter a Recipient Organization Short Name (this is used on ACH and Fed wire Transactions)
Scroll down
In the System access field select ASAP.gov only
Submit
Step 2 of 2, Recipient Organization Information Confirmation

Authorizing Official Defines Recipient Organization Users:

Enrollments (Tab)
From the Enrollments drop down menu click on Add Users and Roles and then on Organization Pending Enrollment
Step 1 of 3, Enter User Information, Define the user profile including assigning the user role
Step 2 of 3, Review User Information
Step 3 of 3, User Enrollment Confirmation

This completes the enrollment portion for the Authorizing Official

Financial Official Defines Banking Information/New User:

Enrollments (Tab)

From the Enrollments drop down menu click on Add Banking Data

Select Recipient

Continue

Step 1 of 3, Enter Banking Information

Click the Federal Agency(s) from which payment can be drawn for this Recipient Organization

*DOI-14-10-0099

Continue

Step 2 of 3, Review Banking Information

Financial Official Certification Important Notice

Accept

Step 3 of 3, Banking Information Confirmation

Double check that payment method is ACH

This completes the enrollment portion for the Financial Official

If you successfully linked your banking you will receive a confirmation number.

We encourage your organization to complete your enrollment in ASAP with the NPS **IMMEDIATELY**.